

The-
**WOBURN
SANDS**
-Band

CONSTITUTION



Rules

01.NAME

The Organisation shall be known as The Woburn Sands Band and hereunder is referred to as "the Band".

02.STATUS

The Band is a registered charity under the Charity Number 266275.

03.OBJECTS

The Band shall exist for the purpose of the promotion of, education in, and appreciation of, good music of all kinds amongst persons of all ages (hereinafter called 'the primary charitable object'). In furtherance of the primary charitable object the Band shall exist to:

- a) foster the skills of young musicians,
- b) provide opportunities and facilities for the performance and appreciation of music
- c) arrange for musical theatrical and other performances and to promote and present demonstrations and exhibitions of all types of music and the arts.

04.POWERS

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

- a) Provide a focal point for Brass Banding in the Woburn Sands area.
- b) Provide the facility, for those interested and acceptable, to play a brass band instrument.
- c) Encourage the playing and appreciation of brass band music by young people.
- d) Provide brass band entertainment, predominantly for the Woburn Sands area and other local communities.
- e) Be financially independent.
- f) Regenerate itself continually for the benefit of future generations under its original name of The Woburn Sands Band.
- g) Be run democratically.
- h) Strive to achieve the highest possible standard of brass band playing as far as is compatible with other objectives, through continual education, training, practice and competition.
- i) Provide a socially acceptable environment for members.
- j) Promote ties with other organisations, particularly musical, in this and other countries for the furtherance of brass banding.
- k) Encourage and promote other forms of music and the arts providing there is no conflict with The Woburn Sands Band objectives.
- l) Safeguard, develop and improve property and equipment.
- m) Not be seen to be affiliated with any political party.

- n) Always strive for the highest possible standards of appearance and behaviour whilst in the public eye.
- o) Support and further the brass banding movement in all acceptable ways.
- p) Be non-sectarian.
- q) Through its elected body, ensure that all Bands bearing the name of Woburn Sands operate from the same venue, to the same objectives, and are controlled by the same elected body.

05.MEMBERSHIP

Membership of the band will fall into 5 categories.

- i. Non - playing Member;
- ii. Senior playing Member (18 years of age and over);
- iii. Junior playing Member (Under 18 years of age);
- iv. Probationary Member;
- v. Honorary Member including Vice Presidents and President.

MEMBERSHIP PROCESS

- a) With the exception of Honorary Members, a prospective member must apply in writing to the Management Committee for Probationary membership.
- b) The Management Committee will interview the applicant if they see fit.
- c) Additionally, for playing members, the Musical Director may audition the applicant and make recommendation to the Management Committee.
- d) Should the Management Committee agree, the prospective member will be granted Probationary membership for three months.
- e) Upon satisfactory completion of the Probationary period, the Management Committee will grant full Membership status under one of the categories listed above.

06.RULES AND CONSTITUTION

- a) All members shall agree to be bound by the Constitution and Rules of the band.

07.FEES

- a) All members must pay at the time prescribed, any membership fee determined by the Management Committee.

08.MEMBERS, TRANSFER OF INSTRUMENT

- a) As an informative measure, the Musical Director may advise the Management Committee.
- b) The Musical Director may then ask the member to transfer to the proposed position.

- c) In the event the member disagrees, he or she may appeal to the Management Committee who will make a final ruling.
- d) Any member of the band may request of the Musical Director an instrumental or position change either within his/her band, or between the senior and training bands. The Musical Director may refer to the Management Committee.

09.MEMBERSHIP, DISCIPLINE AND TERMINATION

- a) Membership may be terminated by the Member's resignation.
- b) In the case of misconduct the Management Committee may discipline members.
- c) Serious misconduct may be punished by the termination of membership by the Management Committee. In such cases:
 - i) a two thirds majority of the full Management Committee shall be required for the termination to be effected.
 - ii) the Member shall have the right of appeal to a full Extraordinary General Meeting of the Band. Voting would then be by secret ballot.

10.OFFICERS OF THE BAND

There shall be

- a) 4 Trustees. New Trustees are appointed by the surviving Trustees.
- b) Chairman of the Management Committee; Treasurer, Management Committee Members; and the Training Band Director, elected by simple majority of voting members at the A.G.M
- c) Vice Chairman, Secretary, Band Manager, Librarian and Deputy Musical Director, Band Marshals, and Press Officer appointed by the Management Committee following the A.G.M.
- d) Musical Director elected by simple majority of voting members at every third A.G.M. or at an Extraordinary General Meeting following proceedings under section 10.d)ii). There will always be a secret ballot.
 - i) The Musical Director will not have to stand for election in the interim years.
 - ii) On receipt of the appropriate motion signed by 10 voting members of the band, an E.G.M. can be called at any time to consider the termination of the Musical Director's position.

11.THE MANAGEMENT COMMITTEE

Aims

- a) The Management Committee shall be responsible to the Trustees for the overall running of the band.

- b) It shall be the governing body, regulating all matters concerning the band, ensuring the objectives are met and the rules complied with.

Membership

- a) The Management Committee shall be made up of a minimum of 5 members including Chairman, Vice Chairman, Treasurer, the Musical Director, and the Training Bands Director.
- b) Members of the Management Committee must be at least 18 years old; however, members under the age of 18 may be co-opted to the Management Committee, but would assume no voting rights.
- c) Probationary members cannot be considered for the Management Committee until their probationary period has been completed successfully.
- d) Members of 18 years and over may be co-opted to the Management Committee.

Appointment of Officers

The Management Committee will appoint a Vice Chairman, Secretary, Librarian, Deputy Musical Director, Band Marshals and Press Officer immediately following the A.G.M. It should be understood that all of the Officers of the Band should also be at least 18 years old.

Dissolution

The Trustees may dissolve the Management Committee at any time, and must then ask the band to elect another within one calendar month.

12.MEETINGS

Postal voting shall be allowed on all Band matters when considered appropriate by the Management Committee.

Annual General Meeting

Timing

- a) The Annual General Meeting will be held within 2 calendar months of the end of our Band's financial year.
- b) Every Member shall receive at least 14 days notice of the AGM.

Aims

- a) To receive the reports of the Chairman of the Management Committee, the Musical Director, the Training Band Director and the Treasurer.
- b) To receive and pass the minutes of the last A.G.M.
- c) To elect the Chairman of the Management Committee, Treasurer, Management Committee Members, Musical Director when appropriate, Training Band Director, and honorary members.

- d) To discuss motions notified to the Secretary at least one week in advance of the meeting, and proposed and seconded by voting members.

Rules

- a) Only Senior Playing Members and non-playing members aged 18 and over may vote. One vote per person.
- b) Voting shall be by a simple majority system. In the event of a tie, the Chairman may exercise a casting vote in addition to his or her own vote.
- c) Votes shall be counted by show of hand unless 5 voting members request a secret ballot.
- d) Each person standing for election shall be nominated and seconded by voting members of the band (in writing) at least 7 days before the A.G.M.
- e) The Agenda shall be prepared by the Management Committee prior to the A.G.M.
- f) The A.G.M. shall be Chaired by the current Chairman of the Management Committee or in his absence the Vice-Chairman.

Extraordinary General Meetings

- a) Must be called by the Management Committee within 3 weeks of receipt of a written request signed by at least ten voting members of the Band indicating the motion for discussion, or a written request from an appellant whose membership has been terminated by the Management Committee.
- b) Only the motion or appeal may be discussed.
- c) The proceedings will be conducted under the same rules as for the A.G.M.
- d) The Management Committee may call an E.G.M.

Management Committee Meetings

- a) Meetings will be held as often as necessary but not less than once per two calendar months.
- b) The quorum for a meeting shall be 5 members.
- c) Management Committee decisions shall be made by simple majority of those present except in the case of termination of membership when a two thirds majority of the full Management Committee shall be required to effect the termination.
- d) If the Chairman or Vice Chairman is unable to attend, those present may elect one member to act as Chairman.
- e) Management Committee Minutes will be published on the Band noticeboard once approved by the Management Committee.

13.BAND PROPERTY

- a) Any property issued to a member shall be his or her sole responsibility. If damaged or lost through proven negligence and insurance cannot be claimed the member will be responsible for replacement, subject to the discretion of the Management Committee.
- b) All instruments and uniforms shall be maintained in a clean and tidy condition.
- c) Special attention will be paid to presentation on public engagements.
- d) All instruments and their condition will be logged in a register and signed for by the member or their parent/guardian if the member is under 18 years of age at the time of issue.
- e) The Trustees and the Band Marshals may check the condition of all property and instruments at any time.
- f) Assets and goods (other than land and buildings) acquired through Arts Council of England National Lottery Grant funding shall not be sold (nor otherwise disposed of) within ten (10) years of acquisition without written permission from the Arts Council National Lottery Fund organisers.

14.ATTENDANCE

- a) Playing members will be expected to attend all rehearsals and engagements unless they have a good reason for not so doing, and this reason is communicated to an official of the band as soon as is possible.
- b) Persistent absenteeism will lead to warnings and ultimately to termination of membership.

15.FINANCE

- a) Band accounts will be audited annually by an external auditor.
- b) Three signatories will be eligible to sign cheques on behalf of the band: the Treasurer and one of Chairman or Vice-Chair (Treasurer plus one other).
- c) Decisions to spend Band funds may be authorised only by the Management Committee.
- d) The Treasurer will be responsible for recording all transactions and for the safekeeping of all moneys.
- e) Only expenses for travel and other costs incurred on Band business may be paid to members.

16.CONSTITUTION

- a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- b) No amendment may be made to Clause 01; Clause 03; Clause 17 or this Clause without the prior consent in writing of the Commissioners.
- c) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
- d) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

17.DISSOLUTION

If the Executive Committee decided that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.